



DYAL SINGH EVENING COLLEGE

(University of Delhi)

Phone: 011-24367658 Fax 01124369983 www.dsce.du.ac.in

A Full-fledged Day College

(as per Executive Council Resolution No.8-35 of the University of Delhi)

Ref. No. **639/P/EC**

Date: 11.11.2025

Sub:- Quotations are required for Photocopy Services

Sealed quotations are invited from the vendors (on official letterheads) for providing the service of Photocopy, Lamination, Binding etc. for a period of one year which can be considered for further extension on the basis of performance. This facility will be provided for the benefit of College students, Faculty members and Administrative Staff of Dyal Singh Evening College, New Delhi – 110003.

1. The College require photocopy & other allied services in the College premises. The bidder may visit the College before submitting their Bids, if necessary.
2. Technical requirements are given at Annexure – I, which must be provided by the bidder. In case, the technical requirements are not fulfilled by the vendor, the Contract, if awarded, will be terminated without any notice.
3. If the vendor is applying for providing this services, it will be assumed that he is fulfilling all technical & other requirements, given in this letter as well as Annexure - I.
4. The photocopier services are to be made available at College premises for which the requisite space and electricity will be provided by College. The Photocopy machine must be latest technology available in the market and in good running condition. This includes superior quality of paper not less than 75 GSM of reputed brand.
5. Photocopy Machine, related consumables, arrangement of operators to operate the machines, on all working days/and on Holidays (whenever required) will be the responsibility of the Contractor. The operator should report for duty from 9:00 a.m. to 5 p.m. No outside work will be permitted.

6. Quotation Submission

The Quotation is required to submit the sealed envelope superscripted **"Quotations for Photocopy service"** to the **Principal Dyal Singh Evening College, Lodhi Road New Delhi – 110003**, so as to reach the College **latest by 17.11.2025 upto 5.00 p.m.** (Bid should be valid for at least 180 days.)

7. Price detail Proforma (Annexure – II):-

- i. The Vendors should give all relevant price information as per Annexure – II. The price may be given in Indian Rupees. Rate quoted for different items at the photocopying facility should be inclusive of all taxes and statutory levies, if any.
- ii. The Form of Annexure – II must be filled in completely, without any errors, erasures or alterations.

8. Technical inspection and Performance Evaluation

The College reserves its right to carry out a technical inspection and performance evaluation at any time during the Contract. In case of any deficiency, the contract may be immediately cancelled without any notice.



Verification

The College reserves the right to verify any or all statements made by the vendor in the tender document and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

9. Quotation received after due date and time mentioned above, shall not be accepted in any case.
10. The College also reserves the right to reject any or all bids without assigning any reason at any stage.
11. It may be noted that incomplete or conditional bid shall not be entertained and no communication shall be made in future in this regard.
12. If any further amendment/modification made by the College in this regard, the same shall be uploaded on the College website only. Which will be bounded on all bidders participating in the bid process.
13. The period of contract shall be for one year from the date of commencement of the contract, which may be extended for further period on the discretion of the Principal. The rate quoted will remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period.
14. The Vendor will use the print material/paper/ink/cartridge of acceptable standard and quality.
15. The Vendor shall keep adequate number of machines/equipments to bear the routine burden of the work at the photocopy units. He would be responsible for their proper maintenance and upkeep.

16. The Vendor or his employees will not reside in the campus after the stipulated working hours.
17. The Vendor will have to display the rates/charges of all services in the different locations of College premises as well as on the photocopier counter.
18. The Contractor will provide **1,000 (One Thousand) copies** free of cost per months against the requisition.
19. In the event of your failure to provide proper and satisfactory services, the College avail the same services from any other agency and cost on this account will be recovered from you.
20. The Contractor or his operator will be ensured the secrecy/confidentially and safety of the documents which will be handed over for any service.
21. The Contractor will charge the same rate from the students as well as College staff for the all services.
22. On expiration of the Contract period or earlier termination thereof, the Contractor shall peacefully vacate and handover the possession within a week to the College.
23. An agreement will be executed between College and successful bidder.
24. All disputes shall be subject to the jurisdiction of counts of Delhi only.

Yours sincerely,


(Prof. Bhawna Pandey)
Principal,


Technical Requirement

Name of the Vendor:- _____

Manpower required	At least one person at the site.
Machines required	At least one Black & white and one Coloured reputed branded machines of latest model in working condition at your own cost at site.

The services to be provided in the subsidized photocopy units.

S. No.	Description of the services	
1.	Photocopy (Paper atleast 75 GSM must be used)	For Coloured as well as Black & White Photocopy
		A-4 Size
		A-4 Size (on hard sheet)
		Full Scape/Legal paper
		A-3 Size
		A-2 Size
		A-1 Size
		A-0 Size
		Poster size
		B-4 Size
2.	Lamination	All sizes
3.	Binding	All types/sizes (spiral, spico, Thermal) of binding.
S.No.	Machine	Features of Machine
1.	Photocopy Machine	should be capable of heavy duty printing with sufficient range of reduction and enlargement atleast 30 pages per minute, duplex type, option for both side colour & B/W printing , should use dry toner etc.
2.	Lamination Machine	Should have the option to laminate all sizes of paper

The following documents must be enclosed.

1. PAN card No. of Bidder: _____
2. Address (please attach copy of proof): _____
3. Aadhar Card: _____
4. Voter Card: _____
5. Contact No. _____

Price Detail Proforma

Kindly quote rates of each category/Size stated below. All following information's/rates are mandatory.

S.No.	Item	Rates per copy (in Rs.)	
A.	Photocopy Charges	Black and White	Coloured
1.	A-4 Size		
2.	A-4 Size (on hard sheet)		
3.	Full Scape/Legal paper		
4.	A-3 Size		
5.	A-2 Size		
6.	A-1 Size		
7.	A-0 Size		
8.	Poster size		
9.	B-4 Size		

B.	Binding Charges	Rates (in Rs.)					
		Spiral		Spico		Thermal	
		A-4	A-3	A-4	A-3	A-4	A-3
1.	0-50 pages						
2.	51-100 pages						
3.	101-200 pages						
4.	210 & above						

C.	Lamination Charges	Rates (in Rs.)
1.	Per Sq.Inch	

Signature _____

Name and Designation, seal of the Firm/Contractor: _____

Date: _____